Quick Start to Financials Approval Pools

The UGA Financial Management System allows departments to create multiple approvals for a single transaction. Pooled approver groups standardize workflow while meeting the approval needs of all departments across campus. Here is how to create approval pools with different levels of approval workflow.

Each department number must have *at least two* approvers within each pooled role to allow approvers to submit items for approval. If there is only one approver in a role, that approver cannot submit.

The **UGA_USERS_ROLES_ROUTINGS** query can assist in viewing the approval pool set up by searching department (with a % wildcard search), user, or role name.

One Approver Pool

If a department only needs one level of approval, the same authorized approvers should be placed in all three approval pool roles. In this example, the department only wants two users to approve with only 1 pool. To accomplish this, the pools should be populated as below:

User ID	Description	Role Name	Department ID
dnight	Nightengale, David	UGA Journal Approver 1	12345678
pgump	Gump, Patrick F.	UGA Journal Approver 1	12345678
dnight	Nightengale, David	UGA Journal Approver 2	12345678
pgump	Gump, Patrick F.	UGA Journal Approver 2	12345678
dnight	Nightengale, David	UGA Journal Approver 3	12345678
pgump	Gump, Patrick F.	UGA Journal Approver 3	12345678

When either user approves at the first approval level, workflow finds the user in the second and third levels and auto approves those levels. If the same users are listed in all three pools, the system acts as though there is only one pool. The approvers are also able to submit requests because there is another person in the approver role within the pool.

Two Approver Pools

To create two levels of approval for a department, you need a minimum of four users in the approver roles, two minimum in each pool. In this example, the original two levels to approvers remain in pool one and two new approvers are added in pool two. To accomplish this, the pools are populated as below:

User ID	Description	Role Name	Department ID
dnight	Nightengale, David	UGA Journal Approver 1	12345678
pgump	Gump, Patrick F.	UGA Journal Approver 1	12345678
ghadley	Haldey, Glenn	UGA Journal Approver 2	12345678
cheys	Heys, Clara	UGA Journal Approver 2	12345678
ghadley	Haldey, Glenn	UGA Journal Approver 3	12345678
cheys	Heys, Clara	UGA Journal Approver 3	12345678

When a transaction comes through on this department, workflow looks in pool one for an approver. Once either user approves the transaction, workflow looks in pool two for an approver. Once either user approves the transaction in pool two, workflow auto approves pool three because it matches pool two.

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Three Approver Pools

To create three level of approval for a department, you need a minimum of six users, again a minimum of two in each pool. Using the same information in examples one and two, two new users are added to pool three.

User ID	Description	Role Name	Department ID
dnight	Nightengale, David	UGA Journal Approver 1	12345678
pgump	Gump, Patrick F.	UGA Journal Approver 1	12345678
ghadley	Haldey, Glenn	UGA Journal Approver 2	12345678
cheys	Heys, Clara	UGA Journal Approver 2	12345678
sdemop	Demopolis, Starwood	UGA Journal Approver 3	12345678
corpoe	Poe, Corvin	UGA Journal Approver 3	12345678

When a transaction is submitted in this department, workflow looks in pool one for an approver. Once either user approves the transaction, approval workflow is repeated for pool two. Once approved by a user in pool two, workflow looks for approval from the new users in pool three. Workflow checks for approvers in all three pools because each pool has different users.

Tips to Remember

- ✓ **Every pool must contain approvers.**
  - Workflow is always looking at all three levels of approval to keep the transaction moving. *When a pool is left unassigned*, workflow gets stuck because it cannot find a valid approver in the subsequent pool.
  - When a workflow is in error, the UGA Financial Management Security team is notified. The UGA Financial Management Security team assigns the Default CFO Approver by Major unit as the approver for each empty pool. Workflow would be reassigned to that CFO for the next approval level (2) and would move back through workflow. The CFO then has the authority to assign other users to the UGA Journal Approver 2 and 3 pools so this error does not reoccur.
- ✓ **No one can approve their own transactions.**
  - Each pool must have *at least* two users so that there is at least one approver available for every transaction.
  - If a user is the only person in a pool and submits a transaction, the workflow will be stuck as the system does not allow self-approval of transactions.
- ✓ **Repeating users causes pools to be bypassed.**
  - If one user is set up in every pool, once said user approves the transaction, the workflow will skip the additional pools.
- ✓ **The pool rules are universal.**
  - The rules above are true for all the pooled approval roles.

Additional Information

- Full tutorials on managing approvers are available in the OneSource Training Library (Financials Topics > Access Request, Security. And Workflow > Setting Up Approvals).

- If you have questions, please contact the **OneSource Service Desk** at onesource@uga.edu or 706-542-0202 (option 2).